



**SENIOR CITIZENS ADVISORY BOARD
AGENDA**

Regular Meeting

Tuesday, June 20, 2017 • 9:00 a.m. San Bruno Senior Center 1555 Crystal Springs Road, San Bruno

WELCOME TO OUR ADVISORY BOARD MEETING: If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

- 1. CALL TO ORDER/ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF AGENDA:** June 20, 2017
- 4. APPROVAL OF MINUTES:** May 16, 2017
- 5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 6. CONSENT CALENDAR:**
- 7. NEW BUSINESS:**
 - a. Treasurer's Report – May 2017
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data (Madonich)
 - c. Receive and File Minutes of Events Committee (Tessier)
 - d. Retired Senior Volunteer Program (RSVP) Site Visit Report
- 8. UNFINISHED BUSINESS:**
- 9. EXCLUDED CONSENT:**
- 10. ITEMS FROM STAFF:**
- 11. PUBLIC COMMENTS ON MATTERS NOT ON THE AGENDA:** Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.
- 12. ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS**
- 13. ADJOURNMENT**

**** POSTED PURSUANT TO LAW ****



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

**Senior Citizens Advisory Board
May 16, 2017**

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:02 a.m. Board Members Present: Chair Goff, Hayes, Carmichael, and Tracey. Board Members Absent: Vice Chair Green, Kreisel, Luzaich and Treasurer Hornung. Staff Present: Brewer, Madonich, Tessier and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Carmichael/Hayes** to approve the agenda of the May 16, 2017 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Hayes/Carmichael** to approve the minutes of the April 18, 2017 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – April 2017 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data – Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for April 2017.
 - c. Receive and File Minutes of Program Committee and Events Committee – Supervisor Tessier told the Board that they would be starting a new crochet class in the month of June. She also said they would be once again offering the September variety show because it had sold out the previous year and was well received.
 - d. Senior Center Summer Activities Preview – Coordinator Madonich told the Board that there would be special presentations, parties, and classes during the summer months. They would also be coordinating a Sports Week and an end of summer party in August.
 - e. Review of 2017-18 Fiscal Year Goals – Superintendent Brewer told the Board that staff was currently identifying goals for the fiscal year budget development. She presented a list of four goals for the Senior Center and asked the Board for its input.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:** None.

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** **Board Member Hayes** asked for staff to perform a yearly maintenance check of the air conditioner and heater.

13. **ADJOURNMENT:** With no other business to be conducted, **Chair Goff**, adjourned the meeting of the Senior Advisory Board at 9:27 a.m.

Respectfully Submitted,
Ludmer Aker
Executive Assistant
City of San Bruno

SENIOR ADVISORY BOARD TRUST FUND REPORT

MAY 31, 2017

Checking Account Balance 4/30/2017	\$ 13,952.41	
Interest	\$ 0.53	
Deposit	\$ -	
Checks	\$ (437.76)	
Fees		
Checking Account Balance 5/31/2017		\$ 13,515.18
Amount held at City of San Bruno prior 7/1/2013		\$ 103,932.20
Amount held at City of San Bruno July 1, 2013 - June 30 2016		\$ 43,410.40
Amount deposited to City since 7/1/2016	\$ 10,763.14	
Deposit made to City account May	\$ 480.25	
Deposit made to City account May	\$ 675.35	
Deposit made to City account May	\$ 72.50	
Deposit made to City account May	\$ 144.50	
Amount deposited to City this fiscal year		\$ 12,135.74
TOTAL NET WORTH MAY 31, 2017		\$ 172,993.52

2016-17 Information and Referral Statistics

	July	August	September	October	November	December	January	February	March	April	May	June
Housing	3	4	1	6	1	3	1	2	2	1	1	
Shopping	8	3	1	2	5	3	2	0	7	2	0	
Transportation	7	3	3	2	4	2	7	6	4	7	4	
Assisted Living	9	2		1	4	2	3	0	4	1	5	
Legal	5	4	3	1	1	4	3	2	0		4	
Insurance	3	1	2	0	2	2	4	1	1		0	
Welfare Check	0	2	1	1	1	0	5	1	0		0	
Health	0	0		1	0	0	0	0	0	1	2	
Counseling	3	1		1	1	0	1	0	3		1	
Clean/Repair	7	7	5	1	2	3	4	4	5	2	3	
General	8	4	2	6	5	4	8	3	1	4	3	
Monthly Total	53	31	18	22	26	23	38	19	27	18	23	0

Contract Class Attendance - May 2017

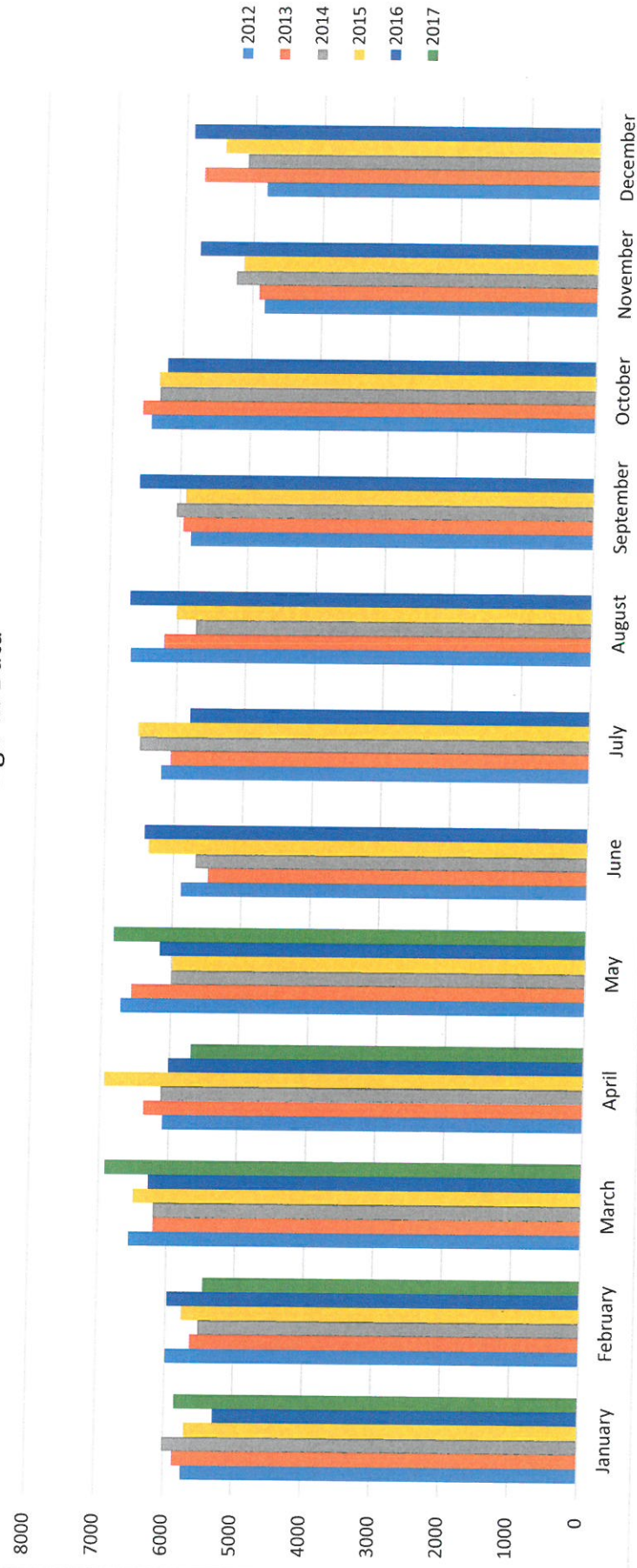
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Nutrition Site Report - May 2017

Day	Date	Total Prepared Hot Meals & Salads	Total Served Hot Meals	Total Served Salads	Total Served Hot Meals & Salads	Non-Senior Donations
Mon	1	106	88	18	106	16.50
Tues	2	110	94	15	109	16.50
Wed	3	110	96	14	110	16.50
Thur	4	65	54	8	62	11.00
Fri	5	85	69	15	84	5.50
Mon	8	87	71	16	87	27.50
Tues	9	86	73	13	86	16.50
Wed	10	170	152	18	170	11.00
Thur	11	65	54	10	64	11.00
Fri	12	180	179	0	179	
Mon	15	105	93	12	105	22.00
Tues	16	95	84	11	95	11.00
Wed	17	133	106	25	131	33.00
Thur	18	60	50	9	59	
Fri	19	91	71	20	91	
Mon	22	105	97	8	105	22.00
Tues	23	96	79	17	96	16.50
Wed	24	140	119	19	138	22.00
Thur	25	60	50	10	60	
Fri	26	155	155	0	155	
Mon	29					
Tues	30	72	56	15	71	11.00
Wed	31	130	105	22	127	16.50
Total		2306	1995	295	2290	286

	January	February	March	April	May	June	July	August	September	October	November	December
2012	5737	5987	6548	6090	6722	5878	6198	6670	5827	6432	4826	4817
2013	5868	5632	6196	6363	6567	5487	6059	6186	5939	6554	4902	5728
2014	6020	5522	6204	6119	5993	5672	6517	5733	6047	6318	5240	5103
2015	5701	5767	6494	6936	5982	6357	6539	6015	5910	6324	5131	5426
2016	5285	5977	6278	6017	6169	6418	5788	6689	6583	6208	5771	5884
2017	5851	5462	6908	5688	6838							

Historical Sign-In Data



EVENTS COMMITTEE

June 12, 2017

Members in attendance were Dorothy Carmichael, Bill Goff, Tammy Manini and Raoul Epling. Mary Tessier was in attendance.

Minutes for the May meeting were approved as written.

1. The July **Movie** will be held on the first Friday and will be "Hidden Figures". 29 people attended the June movie: "La La Land". The August movie will be "Lion". Other movie ideas are: "Patriot's Day", "A Dog's Purpose", "The Last Word" and "Gifted".
2. **Classes & Programs:**
Mission Hospice & Home Care would like to lead a free eight-week Spouse/Partner Loss Support Group. ***The Committee recommends that we offer a Loss Support Group.*** Kathy & Joe will be starting a "Baby Boomer" Dance during the months when there are five Sundays. The first event will be a Dance Fever Party on July 23rd from 1:00 – 3:30 pm. The fee will be \$7.00.
Allen Isidro will be trying a new class: "Music & Motion on Thursdays from 12:30 – 1:00 pm. The class is geared towards seniors who use walkers or wheelchairs.
Two crafts ladies would like to offer a Papers Crafts class once per month. There would be a \$4.00 fee for supplies. ***The Committee recommends that we offer a Paper Crafts class.***
3. **Presentations:**
22 people attended the presentation on Elder Abuse and Financial Fraud on June 12th. The presentation on "Hidden Children of WWII" will be held on June 14th.
The Law Office of Robert Ferris would like to offer a free educational session on Wills, Trusts and Estate Planning. The Committee commented that it had been a while since we held this session. ***The Committee recommends that we schedule an educational session on Wills, Trusts and Estate Planning.***
4. **Trips:**
Leah will have two buses to Cache Creek Casino on June 19th. Dorothy volunteered to be an escort on this trip. The Architectural Tour only has 27 people. Hopefully we will not have to cancel the trip. The Monterey area trip is almost full. There are two theatre trips, Horse Races & a Talking Christmas Tree Show planned for the rest of 2017.
5. **Parties:** The parties and bands for the rest of 2017 are scheduled, except for Thanksgiving. There is one party per month except for December when we will have two events.
6. There are two people who might like to participate in the Events Committee. The other Committee members suggested that they come as guests and then join the Committee if interested.
7. ***The next Events Committee Meeting will be on July 10th at 1:00 pm.***



CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT

DATE: June 20, 2017
TO: Senior Citizens Advisory Board
FROM: Leah Madonich, Recreation Coordinator
SUBJECT: Retired Senior Volunteer Program (RSVP) Site Visit Report

BACKGROUND:

The Retired Senior Volunteer Program Outreach Coordinator, Sally Kim, visited the San Bruno Senior Center on Thursday, June 1, 2017.

DISCUSSION:

The purpose of these site visits are to communicate the benefits of enrolling volunteers in the RSVP program to document their volunteer hours. Benefits include:

- Annual reporting of total volunteer hours
- Limited insurance for volunteers while on their volunteer assignment
- Annual recognition luncheon
- Awards and recognition based on number of hours and years of service
- Quarterly RSVP newsletter advertising volunteer opportunities

Volunteers interested in becoming RSVP members should schedule an appointment with Leah or call RSVP directly at (650) 696-7660.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.